

# Retention and Classification Report

**Agency:** Department of Health. Division of Medicaid and Health Financing.  
Bureau of Financial Services (411)  
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27799 \*Audit unit correspondence letters  
82064 \*Car mileage reports  
00614 \*Claim processing review schedule pending, reviews, errors fi  
12380 \*Claims Processing Assessment System annual procedure, p  
80578 \*Claims processing assessment system audit files  
81536 \*Correspondence file  
27959 \*Federally Qualified Health Centers cost settlements  
81540 \*Interdepartment transfer requests  
81541 Inventory lists  
81544 \*Medicaid Management Information System user manuals  
82061 \*Medicaid and Utah medical assistance program report  
82063 \*Payroll information report  
82065 \*Personnel files  
81543 \*Purchase requisitions  
82060 \*Recruitment files  
00621 \*Sample purge from review tracking history fiche  
00611 \*Statistical information, strata information, data sheet, and  
00620 \*Strata review competition time fiche  
81542 \*Training records  
81539 \*Travel reimbursement requests  
27960 \*Utah State Hospital and Utah State Developmental Center cc

**AGENCY:** Department of Health. Division of Medicaid and Health Financing.  
Bureau of Financial Services

**SERIES:** 27799

3

**TITLE:** Audit unit correspondence letters

**DATES:** 2000-2014.

**ARRANGEMENT:** chronological

**DESCRIPTION:**

Business-related correspondence that is routine or transitory in nature and does not offer unique information about agency functions or programs. These records include acknowledgment files and most day-to-day office and housekeeping correspondence. These records may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

**RETENTION:**

Retain 7 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 63.

**AUTHORIZED:** 03/02/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 2000 through 2009. Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer data files: For records beginning in 2010 and continuing to the present. Retain in Office for 7 years and then delete.

**AGENCY:** Department of Health. Division of Medicaid and Health Financing. Bureau of Financial Services

**SERIES:** 27799

**TITLE:** Audit unit correspondence letters

(continued)

**APPRAISAL:**

Administrative Fiscal Legal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Health. Division of Medicaid and Health Financing.  
Bureau of Financial Services

**SERIES:** 82064

3

**TITLE:** Car mileage reports

**DATES:** 1985-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a report of mileage use on state motor pool cars prepared so that the motor pool can bill Health Care Finance Division. Since the department moved to the new building, this report is no longer being prepared. The information includes the report month, the date the vehicle was used, the miles driven, the destination, and the activity number to be charged.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after submission of annual or final expenditure report and then destroy.

**APPRAISAL:**

Administrative Fiscal

This record is subject to federal audit and the retention is set by 45 CFR Subpart D.

**AGENCY:** Department of Health. Division of Medicaid and Health Financing.  
Bureau of Financial Services

**SERIES:** 614

3

**TITLE:** Claim processing review schedule pending, reviews, errors fiche

**DATES:** 1989-2014.

**ARRANGEMENT:** Numerical by claim number

**DESCRIPTION:**

This is a record used to verify programs and claim audits by the federal government. Includes sample lists, data sheets, claims processing review schedule reports, audit programs, and samples of computer screens. These lists and data sheets contain medical payment codes, sex, age, date of birth, social security number, signature, telephone number, and name. This fiche is produced weekly.

**RETENTION:**

Retain 9 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1990

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in State Records Center for 9 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 9 years and then destroy.

**AGENCY:** Department of Health. Division of Medicaid and Health Financing. Bureau of Financial Services

**SERIES:** 614

**TITLE:** Claim processing review schedule pending, reviews, errors fiche

(continued)

**APPRAISAL:**

Administrative Fiscal

This record is governed by CFR 42-434-6 which states that this record is to be kept for a period of 6 years for auditing purposes. The agency has requested to keep this record for a period of 9 years.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Health. Division of Medicaid and Health Financing.  
Bureau of Financial Services

**SERIES:** 12380

3

**TITLE:** Claims Processing Assessment System annual procedure, plans, and  
monthly progress reports

**DATES:** 1986-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Policies and procedures that govern the operation and  
administration of various programs within the organization.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general  
schedule SG 1, Item 23.

**AUTHORIZED:** 08/05/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the  
record copy which can be in any format. The record copy can include  
different formats. Format management information provided here is for the  
purpose of managing records that are being either stored by or transferred to  
Utah State Archives.

Paper: Retain in Office for 1 year and then microfilm and destroy  
provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with  
authority to weed.

Microfilm duplicate: Retain in Office until administrative need  
ends and then destroy.

**APPRAISAL:**

Fiscal Historical

This disposition is based on the historical operational  
procedures of the agency. Information documents procedures of the  
system.

**AGENCY:** Department of Health. Division of Medicaid and Health Financing. Bureau of Financial Services

**SERIES:** 12380

**TITLE:** Claims Processing Assessment System annual procedure, plans, and monthly progress reports

(continued)

**PRIMARY CLASSIFICATION:**

Private



**AGENCY:** Department of Health. Division of Medicaid and Health Financing.  
Bureau of Financial Services

**SERIES:** 80578

3

**TITLE:** Claims processing assessment system audit files

**DATES:** 1985-2014.

**ARRANGEMENT:** Alphanumerical by month, thereunder numerical by case number  
**DESCRIPTION:**

This is a file of claims randomly selected by the computer for this CPAS audit which is a federal mandated state audit. This audit is required of HCF to perform 600 inquiries per fiscal year. This audit samples files from UB-82 claims, LTC claims, HCFA 1500 claims, Dental claims, EPSDT claims, and Pharmacy claims. This file includes the claims processing review schedule with unit number, recipient ID number, service date, local code, recipient name, vendor billing, original claim history inquire, provider master record, and client data sheet.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Microfilm master: Retain in State Records Center for 3 years or until audit and then destroy.

Microfilm duplicate: Retain in Office for 2 years or until audit and then destroy.

Microfiche master: Retain in Office until administrative needs ends and then destroy.

**AGENCY:** Department of Health. Division of Medicaid and Health Financing. Bureau of Financial Services

**SERIES:** 80578

**TITLE:** Claims processing assessment system audit files

(continued)

**APPRAISAL:**

Administrative Fiscal

This audit file is governed by 42 CFR 431.800 which sets up a quality control section to verify claims paid by state agencies with medicaid money . This retention is recommended by 45 CFR 205.145. This record series was approved in Febuary 1988 and now the agency is requesting to microfilm this record and has requested these Retention changes to be made to this record series.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Protected. 63G-2-305(11) (2008)

**AGENCY:** Department of Health. Division of Medicaid and Health Financing.  
Bureau of Financial Services

**SERIES:** 81536

3

**TITLE:** Correspondence file

**DATES:** 1980-2014.

**ARRANGEMENT:** Alphanumerical by unit

**DESCRIPTION:**

This is a file of all the correspondence generated by the bureau. It includes correspondence and internal memoranda to other bureaus and divisions in the department, to department management, to other state agencies, to the general public, and to federal agencies.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 90 days or until no longer needed and then destroy.

Paper: Retain in Office for 2 years or until no longer needed and then destroy.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

Records not duplicated elsewhere that document the organization and function of the bureau and show its policies, achievements, and activities are of long-term value and should be retained. However, correspondence dealing with routine day-to-day matters should be weeded out when no longer needed: Letters of transmittal that do not add any information to that in the transmitted material; quasi-official notices e.g. of holidays or charity and welfare fund appeals; records relating to office org,

**AGENCY:** Department of Health. Division of Medicaid and Health Financing. Bureau of Financial Services

**SERIES:** 81536

**TITLE:** Correspondence file

(continued)

staffing, procedures, and communications; day-to-day administration of personnel; supplies, services and equipment requests.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Health. Division of Medicaid and Health Financing.  
Bureau of Financial Services

**SERIES:** 27959

1

**TITLE:** Federally Qualified Health Centers cost settlements

**DATES:** 2004-2014.

**ARRANGEMENT:** Alphabetical by health center name thereunder chronological  
**DESCRIPTION:**

These are audit work papers used to calculate annual cost settlements. Documents include correspondence, financial statements, claims, worksheets, etc.

**RETENTION:**

Retain 10 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case file closes and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy provided no litigation is pending.

**APPRAISAL:**

Fiscal Legal

**AGENCY:** Department of Health. Division of Medicaid and Health Financing. Bureau of Financial Services

**SERIES:** 27959

**TITLE:** Federally Qualified Health Centers cost settlements

(continued)

**PRIMARY CLASSIFICATION:**

Private 63G-2-302(1)(b)

**AGENCY:** Department of Health. Division of Medicaid and Health Financing.  
Bureau of Financial Services

**SERIES:** 81540

3

**TITLE:** Interdepartment transfer requests

**DATES:** 1985-2014.

**ARRANGEMENT:** numerical by request number

**DESCRIPTION:**

This is a request to the Division of Finance to transfer funds from one agency's account to another agency's account in payment of supplies or services rendered.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until audited and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

Although General Retention Schedule 6 Item 5 calls for a one year retention, this form is subject to internal audit and should be retained three years.

**AGENCY:** Department of Health. Division of Medicaid and Health Financing.  
Bureau of Financial Services

**SERIES:** 81541

3

**TITLE:** Inventory lists

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by bureau

**DESCRIPTION:**

This is a record of the capital equipment in the division.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

Based on General Retention Schedule 3 Item 10.



**AGENCY:** Department of Health. Division of Medicaid and Health Financing.  
Bureau of Financial Services

**SERIES:** 82061

3

**TITLE:** Medicaid and Utah medical assistance program report

**DATES:** 1965-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is an annual report published by the medical assistance programs administered by the Health Department. It includes narrative descriptions and statistical tables on funding, eligibility, trends, medical services, and administration.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Health. Division of Medicaid and Health Financing. Bureau of Financial Services

**SERIES:** 82061

**TITLE:** Medicaid and Utah medical assistance program report

(continued)

**APPRAISAL:**

Administrative Historical

This report documents the activities of the division and as such has long-term value. Duplicate copies of the report are prepared for distribution. These should be kept as long as there is a need for them.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Health. Division of Medicaid and Health Financing.  
Bureau of Financial Services

**SERIES:** 81544

3

**TITLE:** Medicaid Management Information System user manuals

**DATES:** 1983-2014.

**ARRANGEMENT:** Alphabetical by subject

**DESCRIPTION:**

These are manuals for users of the MMIS automated data system. It is used as a reference book and to instruct employees on how to use the data system. This includes computer codes, description of reports, purpose of reports, and definition of terms used by the system.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until updated or obsolete and then destroy.

**APPRAISAL:**

Administrative

The record copy of this manual is kept in the Bureau of EDP.

**AGENCY:** Department of Health. Division of Medicaid and Health Financing.  
Bureau of Financial Services

**SERIES:** 82063

3

**TITLE:** Payroll information report

**DATES:** 1983-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This file is used to transmit payroll information to the payroll clerk and to personnel. The information includes the employee's name, social security number, grade and step, pay rate, leave without pay hours, and on call hours worked.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

This record is subject to audit by the department and may also be used for FLSA purposes.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Health. Division of Medicaid and Health Financing.  
Bureau of Financial Services

**SERIES:** 82065

3

**TITLE:** Personnel files

**DATES:** 1963-2014.

**ARRANGEMENT:** alphabetical by name

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until employee terminates state employment or until he transfers to another agency and then transfer to Bureau of Personnel.

**APPRAISAL:**

Administrative

This retention is based both on General Retention Schedule 1 Item 1 and on the department's internal procedures.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Health. Division of Medicaid and Health Financing.  
Bureau of Financial Services

**SERIES:** 81543

3

**TITLE:** Purchase requisitions

**DATES:** 1985-2014.

**ARRANGEMENT:** Numerical by purchase order number

**DESCRIPTION:**

These are records of requests by the bureaus in the division to purchase needed supplies or equipment.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

This record may be subject to internal audit and should be kept for the entire audit period.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Health. Division of Medicaid and Health Financing.  
Bureau of Financial Services

**SERIES:** 82060

3

**TITLE:** Recruitment files

**DATES:** 1985-2014.

**ARRANGEMENT:** none

**DESCRIPTION:**

These are the records created in the recruitment of employees by the division. The files include position descriptions, register of applicants, job announcement, list of eligibles, notification of interview results, and questions asked during the interviews.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

Administrative

Retention based on the limitation of actions for filing an EEO complaint. See 29 CFR 1602.21.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Health. Division of Medicaid and Health Financing.  
Bureau of Financial Services

**SERIES:** 621

3

**TITLE:** Sample purge from review tracking history fiche

**DATES:** 1989-2014.

**ARRANGEMENT:** Numerical by claim number

**DESCRIPTION:**

This is a record used to verify programs and claim audits by the federal government. Includes sample lists, data sheets, claims processing review schedule reports, audit programs, and samples of computer screens. These lists and data sheets contain medical payment codes, sex, age, date of birth, social security number, signature, telephone number, and name. This fiche is run annually.

**RETENTION:**

Retain 9 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1990

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in State Records Center for 9 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 9 years and then destroy.



**AGENCY:** Department of Health. Division of Medicaid and Health Financing. Bureau of Financial Services

**SERIES:** 621

**TITLE:** Sample purge from review tracking history fiche

(continued)

**APPRAISAL:**

Administrative Fiscal

This record is governed by CFR 42-434-6 which states that this record is to be kept for a period of 6 years for auditing purposes. The agency has requested to keep this record for a period of 9 years.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Health. Division of Medicaid and Health Financing.  
Bureau of Financial Services

**SERIES:** 611 3

**TITLE:** Statistical information, strata information, data sheet, and claims processing  
review schedule report fiche

**DATES:** 1989-2014.

**ARRANGEMENT:** Numerical by claim number

**DESCRIPTION:**

This is a record used to verify programs and claim audits by the federal government. Includes sample lists, data sheets, claims processing review schedule reports, audit programs, and samples of computer screens. These lists and data sheets contain medical payment codes, sex, age, date of birth, social security number, signature, telephone number, and name. This fiche is produced monthly.

**RETENTION:**

Retain 9 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1990

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 9 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 9 years and then destroy.

**AGENCY:** Department of Health. Division of Medicaid and Health Financing. Bureau of Financial Services

**SERIES:** 611

**TITLE:** Statistical information, strata information, data sheet, and claims processing review schedule report fiche

(continued)

**APPRAISAL:**

Administrative Fiscal

This record is governed by CFR 42-434-6 which states that this record is to be kept for a period of 6 years for auditing purposes. The agency has requested to keep this record for a period of 9 years.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Protected

**AGENCY:** Department of Health. Division of Medicaid and Health Financing.  
Bureau of Financial Services

**SERIES:** 620

3

**TITLE:** Strata review competition time fiche

**DATES:** 1989-2014.

**ARRANGEMENT:** Numerical by claim number

**DESCRIPTION:**

This is a record used to verify programs and claim audits by the federal government. Includes sample lists, data sheets, claims processing review schedule reports, audit programs, and samples of computer screens. These lists and data sheets contain medical payment codes, sex, age, date of birth, social security number, signature, telephone number, and name. This fiche is only run on request.

**RETENTION:**

Retain 9 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1990

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in State Records Center for 9 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 9 years and then destroy.

**AGENCY:** Department of Health. Division of Medicaid and Health Financing. Bureau of Financial Services

**SERIES:** 620

**TITLE:** Strata review competition time fiche

(continued)

**APPRAISAL:**

Administrative Fiscal

This record is governed by CFR 42-434-6 which states that this record is to be kept for a period of 6 years for auditing purposes. The agency has requested to keep this record for a period of 9 years.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Health. Division of Medicaid and Health Financing.  
Bureau of Financial Services

**SERIES:** 81542

3

**TITLE:** Training records

**DATES:** 1983-2014.

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

Applications, training logs and other records relating to the availability of training and employee participation in programs sponsored by other government agencies or non-government institutions.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years or until superseded or obsolete and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

Administrative

Based on General Retention Schedule 1 Item 29.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Health. Division of Medicaid and Health Financing.  
Bureau of Financial Services

**SERIES:** 81539

3

**TITLE:** Travel reimbursement requests

**DATES:** 1985-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are requests for reimbursement for personal expenses incurred while traveling on official business.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Administrative Fiscal  
General Retention Schedule 9 Item 3.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Health. Division of Medicaid and Health Financing.  
Bureau of Financial Services

**SERIES:** 27960

1

**TITLE:** Utah State Hospital and Utah State Developmental Center cost settlements

**DATES:** -2014.

**ARRANGEMENT:** Alphabetical thereunder chronological by year

**DESCRIPTION:**

The records are used to conduct a financial audit and calculate a year-end cost settlement. Documents include correspondence, worksheets, financial statements, audit reports, etc.

**RETENTION:**

Retain 5 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Fiscal Legal

**PRIMARY CLASSIFICATION:**

Private 63G-2-302(1)(b)



**AGENCY:** Department of Health. Division of Medicaid and Health Financing. Bureau of Financial Services

**SERIES:** 27960

**TITLE:** Utah State Hospital and Utah State Developmental Center cost settlements

(continued)

**SECONDARY CLASSIFICATION(S):**

Controlled. 63G-2-304